SPECIAL ADVERTISEMENT NO. 52/2026
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT APPLICATIONS
FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS
(by using the Commission's website https://upsconline.nic.in/ora/)

VACANCY DETAILS

1. (Vacancy No. 26085201722) Eighty vacancies for the post of **Assistant Provident Fund Commissioner** in Employees' Provident Fund Organisation, Ministry of Labour & Employment.

RESERVATION POSITION:

(UR-29, EWS-08, OBC-18, SC-15, ST-10) (PwBD-03*).

***Of the eighty vacancies, three vacancies are reserved for candidates belonging to category of persons with benchmark disability (PwBD).**

Category-wise details for PwBD candidates are as follows:

1. PwBDs Suitability: 40% & Above 2. PwBDs Reservation: 40% & Above						
Number of posts reserved for PwBD categories		**(a)**	**(b)**	**(c)**	**(d) & (e)**	
		01	**01**	**01**	**00**	
Sl No.	**PwBDs Type**	**PwBD Type**			**Suitability (Yes/No)**	**Reservation (Yes/No)**
(a)	**Blindness and Low Vision**	**B**-Blind			Yes	**Yes**
		LV-Low Vision			Yes	**Yes**
(b)	**Deaf and Hard of Hearing**	**D**-Deaf			Yes	**Yes**
		HH- Hard of Hearing			Yes	**Yes**
(c)	**Locomotor Disability Including Cerebral Palsy, Leprosy Cured,**	**BL**-Both legs affected but not arms			Yes	**Yes**
		BA-Both arms affected			Yes	**Yes**
		OL-One leg affected (R or L)			Yes	**Yes**

	Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.	**OA**-One arm affected (R or L)	Yes	**Yes**
		BH- Stiff back and hips (cannot sit or stoop)	No	No
		BLA-Both legs and both arms affected	No	No
		OLA-One leg and One arm affected	Yes	**Yes**
		BLOA-Both legs and one arm affected	No	No
		CP-Cerebral Palsy	No	No
		LC-Leprosy Cured	Yes	**Yes**
		DW-Dwarfism	Yes	**Yes**
		AAV-Acid Attack Victims	Yes	**Yes**
		MDy-Muscular Dystrophy	Yes	**Yes**
		SD-Spinal Deformity — Without any neurological/limb dysfunction	Yes	**Yes**
		SI-Spinal Injury — Without any neurological/limb dysfunction	Yes	**Yes**
(d)	**Autism, Intellectual Disability, Specific Learning Disability, Mental Illness**	**ASD**-Autism Spectrum Disability (M=Mild, MoD=Moderate)	No	No
		ID- Intellectual Disability	No	No
		SLD-Specific Learning Disability	No	No
		MI-Mental Illness	Yes	No
(e)	**Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness**	**MD**-Multiple Disabilities	Yes	No

PAY SCALE:

Level- 10 in the Pay Matrix as per 7th CPC.

AGE:

35 years for UR/EWS,

38 years for OBC and

40 years for SC/ST.

The age is further relaxable upto 10 years for PwBD (subject to the maximum age limit of 56 years).

ESSENTIAL QUALIFICATIONS:

EDUCATIONAL

Degree of a recognised University or Equivalent.

DESIRABLE QUALIFICATIONS:

Diploma in Company Law/Labour Laws/Public Administration.

NOTE 1: The Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

NOTE 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates belonging to Schedule Caste and Schedule Tribe, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

DUTIES:

Duties of Assistant Provident Fund Commissioner inter alia are to look after the work of Enforcement, Recovery, Accounts, Administration, Cash, Legal, Pension and Computer which included the statutory and administrative functions like conducting inquiry; settlement of claims; General Administration, maintenance of Cash Book/Reconciliation of Bank Statements; MIS returns etc.

OTHER DETAILS:

The post is permanent. Central Board Group- “A”, Non-Ministerial (Equivalent to Group-‘A’ of Central Govt. at corresponding pay level).

PROBATION: One (01) Year.

HEADQUARTERS: New Delhi. The post carries All India Service liability and officers have to serve in any part of India.

ANY OTHER CONDITIONS:

i) EPFO is a statutory body under the administrative control of Ministry of Labour & Employment, Government of India.
ii) Regarding leave salary and pension contribution in respect of permanent Govt. Servant appointed as APFC, extant DoPT instructions shall be followed.
iii) N.P.S. w.e.f. 01-01-2004.

IMPORTANT

The Online Application Portal of Union Public Service Commission for registration and filling up of application form online has four cards/modules, three of which namely, Account creation, Universal Registration and Common Application Form are common to all recruitment applications and can be filled anytime by the candidate while the fourth card/module is post/vacancy specific and can be filled during the time period allowed in notification of a post/vacancy. Applicants are required to apply online by using the website https://upsconline.nic.in/ora/

Once a candidate has registered on the Online Application Portal, a Universal Registration Number (URN) is generated which is common for all the recruitment of the Commission. After filling up of the recruitment specific form, Application Number is generated which is post/vacancy specific and is to be retained by the applicant along with the URN for any future communication with the Commission. While the URN will be unique and will remain constant, the Application Number will be dynamic in nature and will vary from post to post.

Detailed instructions are available on the home page of the portal as well as within all modules to guide candidates in filling up the application and uploading the documents. Candidates are advised to first go through these instructions carefully and prepare the necessary documents in advance to ensure a smooth process while filling up the form and uploading documents.

Applicants are strongly advised to use their Aadhaar Card as the ID document for easy, effortless, and seamless verification and authentication of ID and other details.

(IMPORTANT)
ONLINE RECRUITMENT APPLICATIONS ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE **https://upsconline.nic.in/ora/** TO THE ABOVE POSTS FROM **22-08-2026**. CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION THROUGH WEBSITE IS **1800 HRS ON 11-09-2026.** **A PEN & PAPER BASED RECRUITMENT TEST (RT) TO SHORTLIST THE CANDIDATES FOR INTERVIEW FOR RECRUITMENT TO THE POSTS OF ASSISTANT PROVIDENT FUND COMMISSIONER SHALL BE CONDUCTED BY THE COMMISSION ON 20.12.2026. THE SCHEME, SYLLABUS, WEIGHTAGE FOR THE RECRUITMENT TEST ALONGWITH OTHER IMPORTANT INFORMATION IS AS GIVEN IN APPENDIX-I OF THIS NOTIFICATION**.
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.
DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATES ARE REQUIRED TO BRING THE PRINTOUT OF THEIR ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

1. INSTRUCTIONS AND INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION:

A. CITIZENSHIP:

A Candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

NOTE: The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

B. AGE LIMITS: The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instructions regarding Concessions & Relaxations.

C. MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

(a) “On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed”.

(b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
(c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
(d) By counting experience before or after the acquisition of essential qualifications.
(e) By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
(f) By holding a Recruitment Test.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

NOTE-III:-

IMPORTANT
(i) The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by interview, will be UR-50 marks, OBC-45 marks, SC/ST/PH-40 marks, out of the total marks of interview being 100.
(ii) In cases where selection is made by Recruitment Test (RT) followed by interview, the candidate will have to achieve minimum level of suitability in their respective category at both stages i.e. 'Recruitment Test' as well as 'Interview'. The minimum level of suitability in case of RT shall be decided by the Commission on case to case basis.

CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE RECRUITMENT:

The candidates applying for the post/vacancy should ensure that they fulfill all the eligibility conditions for the post applied to. Their candidature at all the stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.

NOTES:

a) The age limit shown against all items is the normal age limit for EWS/URs candidates and is relaxed age limit for SC/ST/OBC/PwBD candidates i.e. upto five years for SC/ST candidates, upto three years for OBC candidates and upto ten years for PwBD candidates in respect of vacancies reserved for them. The SC/ST/OBC/PwBD candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Concessions & Relaxations".

b) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.

c) Persons with Benchmark Disabilities (PwBD), as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with Benchmark Disabilities (PwBD) can avail benefit of:

i) Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PwBD candidates.

ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

d) In cases, where sufficient number of eligible Persons with Benchmark Disabilities (PwBD) candidates are not available for interview for posts exclusively reserved and identified suitable for them, the experience qualification may be relaxed (upto 50%) so as to get adequate number of candidates as per laid down norms. This applies to years of experience and not the nature of experience.

e) The following provisions are applicable for Persons with Benchmark Disabilities (PwBD) candidates:

i. That the disability conditions falling under the category “likely to improve” under temporary disability category, are not eligible for reservation.

ii. That the conditions, i.e. “progressive, non-progressive or not likely to improve” are to be treated eligible for reservation.

2. HOW TO APPLY

i) Candidates are required to apply online by using the website **https://upsconline.nic.in/ora/** Candidates are advised to go through the General instruction, Profile/Module wise instructions and instructions for uploading of documents before proceeding to fill up the form. These instructions are available on the menu bar of the Home Page. A candidate who is willing to apply for the advertised posts shall be required to submit the requisite information and supporting documents towards various claims, such as date of birth, category, educational qualification, etc. as may be sought by the Commission along with the Universal Registration Number (URN), Common Application Form (CAF) and the fourth module, i.e. Post/Vacancy specific module. Failure to provide the required information/documents along with the Common Application Form (CAF) will entail cancellation of candidature for the post/vacancy.

Note 1: One-time Edit Facility for URN Profile:

The Commission provides a one-time facility for candidates to update or modify their Universal Registration Number (URN) Profile. Please note that any changes made to the URN Profile will not be reflected in application already submitted. The updated information will apply only to application submitted after the candidate has made the necessary changes and successfully re-locked the URN Profile.

Note 2: Live Photo Capture for filling up of Common Application Form (CAF):

Applicants are required to upload their photograph and also capture their live photograph while filling up the Common Application Form (CAF). Applicants must ensure that the uploaded photograph and the live photograph captured is clear as per instructions given on "Instructions and FAQs > Instruction for filling the form > Photos and Signature" available on the Commission's website https://upsconline.nic.in/ora/ .

Note 3: Uploading of Signature

Applicants are required to sign three times (one below the other) on a plain white paper using a black ink and upload the same while filling up the Common Application Form (CAF). The uploaded signatures should be clear and legible. The Candidates are advised to refer to the instructions for uploading the signature available under "Instructions and FAQs" on the website of the Commission with the URL: https://upsconline.nic.in/ora/."

ii) Please follow the instructions in respect of uploading of Photograph, uploading of documents and for filing the form in the home page of the online application portal. You are requested to adhere to the file size as mentioned in the instructions therein.

iii) The candidates will not be allowed to withdraw their applications after the submission of the same. Further no correction /alteration/modification in any field(s) of the Application Form is allowed after submission.

iv) Candidates must upload the following documents/certificates in support of all the claims made by them in the application like, Date of Birth, Caste, Physical Disability, Educational Qualification(s), Experience (preferably in prescribed format), Desirable Qualification(s), Age relaxation, etc. or any other information, separately against each claim in pdf file. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module:-

a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age.

NOTE: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

b) Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) Certificate(s) in the prescribed proforma from the Head(s) of Organisation(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merit by the Commission.

NOTE: *The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.*

e) Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.

f) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.

g) Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

h) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

(i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

(ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar

of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

(iii) **In case of divorce of women**- Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

(iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspapers in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

i) Certificate/ Document in respect of Age relaxation for:

i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
iii) Persons seeking age relaxation under special provision/ order.

j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.

l) Documentary support for any other claim(s) made.

NOTE: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

v) **IMPORTANT :** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

vi) After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

vii) The candidates will not be allowed to withdraw their application after the submission of the same.

viii) Candidates are <u>not required</u> to submit to the Commission the printouts of their online applications or any other document either by post or by hand. They will be required to bring with them the printouts of their online applications and the documents mentioned in para 7 below if called for interview.

ix) The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

x) **Candidate should have details of one Photo ID Card viz. Aadhaar Card / Voter Card (EPIC) / PAN Card / Passport / Driving License / Any other Photo ID Card issued by the State / Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the Universal Registration (URN) profile. This Photo ID Card will be used for all future reference and the candidate is advised to carry this Photo ID Card while appearing for Recruitment Test (RT) / Personality Test.**

xi) **Applicants are strongly advised to use their Aadhaar Card as the ID document for easy, effortless, and seamless verification and authentication of ID and other details.**

3. LAST DATE FOR SUBMISSION OF APPLICATIONS:

The closing date for submission of online recruitment application through website **is 1800 Hrs on 11-09-2026**.

4. APPLICATION FEE:

(a) Candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) are required to pay a fee of Rs. 25/- (Rupees Twenty five) by using Visa/Master/Rupay Credit/Debit Card/UPI Payment or by using internet banking facility of any Bank.

(b) Applicants must opt for available online Debit/Credit Card/UPI Payment or Internet Banking payment mode upto the closing date/time.

(c) No fee for SC/ST/PwBD/Women candidates of any community. No "fee exemption" is available to OBC/EWS/Unreserved male candidates and they are required to pay the full prescribed fee.

(d) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(e) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

5. CONCESSIONS & RELAXATIONS:

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) Age relaxation for Central/U.T. Government employees:

The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 10 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 8 years including 3 years age relaxation meant for OBC category in respect of the posts reserved for them in accordance with the instructions issued by the Government of India). This relaxation will be admissible to Government servants with 3 years continuous service in Central/U.T. Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will

be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the Commission. A candidate claiming to belong to the category of Central/U.T. Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the office letter head to the effect that **he/she is a regularly appointed Central/U.T. Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee**.

(d) The upper **Age limit is also relaxable for Employees of the Employees' Provident Fund Organisation upto 5 years.**

(e) Age relaxation to Persons with Benchmark Disabilities (PwBD):

i) Age relaxation of 10 years (This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category) in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

(f) Facility of scribe for candidates appearing in RTs/CBRTs to Persons with Benchmark Disabilities (PwBD):

(i) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, the Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe on production of a certificate, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-III**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the PwBD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-V**.

(ii) The candidates have discretion of opting for their own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the details of scribe in case candidates are bringing their own scribe, will be sought as per proforma at **Appendix-IV** (for Candidates having 40% disability or more) and **Appendix-VI** (for Candidates having less than 40% disability and having difficulty in writing).

(iii) The qualification of the Commission's scribe as well as own scribe will not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

(iv) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility on production of a certificate, to the effect that the person concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-III**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the PwBD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-V**.

(v) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

6. Centres for Recruitment Test (RT)

The Recruitment Test (RT) will be held at the following **eighty four** centres:

Sl. No.	**Centre(Centre code)**	Sl. No.	**Centre(Centre code)**	Sl. No.	**Centre(Centre code)**
1	AGARTALA (45)	29	GHAZIABAD (59)	57	NAGPUR (13)
2	AGRA (79)	30	GORAKHPUR (60)	58	NASHIK (86)
3	AHMEDABAD (01)	31	GURUGRAM (63)	59	NAVI MUMBAI (65)
4	AIZAWL (47)	32	GWALIOR (69)	60	PANAJI (GOA) (36)
5	AJMER (71)	33	HANUMAKONDA (WARANGAL URBAN) (82)	61	PATNA (15)
6	ALIGARH (21)	34	HISAR (95)	62	PORT BLAIR (37)
7	ALMORA (85)	35	HYDERABAD (10)	63	PRAYAGRAJ (02)
8	ALWAR (94)	36	IMPHAL (44)	64	PUDUCHERRY (20)
9	ANANTHAPURAMU (76)	37	INDORE (78)	65	PUNE (66)
10	BAREILLY (54)	38	ITANAGAR (48)	66	RAIPUR (49)
11	BENGALURU (03)	39	JABALPUR (68)	67	RAJKOT (72)
12	BHOPAL (04)	40	JAIPUR (11)	68	RANCHI (41)
13	BHUBANESWAR (91)	41	JAMMU (34)	69	SAMBALPUR (53)
14	BILASPUR (77)	42	JODHPUR (22)	70	SHILLONG (16)
15	CHANDIGARH (35)	43	JORHAT (46)	71	SHIMLA (17)
16	CHENNAI (12)	44	KANNUR (96)	72	SILIGURI (81)
17	CHHATRAPATI SAMBHAJINAGAR (38)	45	KANPUR (93)	73	SRINAGAR (18)
18	COIMBATORE (56)	46	KOCHI (COCHIN) (24)	74	SRINAGAR (UTTARAKHAND) (84)
19	CUTTACK (07)	47	KOHIMA (43)	75	SURAT (87)
20	DEHRADUN (14)	48	KOLKATA (06)	76	THANE (67)
21	DELHI (08)	49	KOZHIKODE (57)	77	THIRUVANTHAPURAM (19)
22	DHARAMSHALA (88)	50	LUCKNOW (26)	78	TIRUCHIRAPALLI (75)
23	DHARWAD (39)	51	LUDHIANA (70)	79	TIRUPATI (50)
24	DISPUR (09)	52	MADURAI (40)	80	UDAIPUR (52)
25	FARIDABAD (64)	53	MANDI (89)	81	VARANASI (61)
26	GANGTOK (42)	54	MEERUT (92)	82	VELLORE (74)

27	GAUTAM BUDDH NAGAR (58)	55	MUMBAI (05)	83	VIJAYAWADA (62)
28	GAYA (80)	56	MYSURU (73)	84	VISHAKHAPATNAM (51)

NOTE-I: The Centres and the Date of holding the Recruitment Test as mentioned above are liable to be changed at the discretion of the Commission. **Any such changes will be notified to candidates through the Commission's website prior to the conduct of the Recruitment Test (RT).**

NOTE-II: Applicants should note that **there will be a ceiling on** the number of candidates allotted to each of the Centres, except Chennai, Dispur, Kolkata and Nagpur. Allotment of Centres will be on the **"first-apply-first allot" basis,** and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

NB: Notwithstanding the aforesaid provision, the Commission reserved the right to change the Centres at its discretion if the situation demands. All the Recruitment Test Centre for the post of **ASSISTANT PROVIDENT FUND COMMISSIONER IN THE EMPLOYEES PROVIDENT FUND ORGANISATION (EPFO)**, 2026 will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centres. The Candidates admitted to the Recruitment Test (RT) will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

7. Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self-attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.

<u>WARNING</u>

CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATION AND THEIR PERFORMANCE IN THE RECRUITMENT TEST (RT), IF HELD. THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE, APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**
- **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

8. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfil all the eligibility conditions of the posts shall be called for interview. **The printout of the online application, along with the original documents/certificates submitted with the application form as referred to in para 2 above, must be produced at the time of the interview. These should be accompanied by self-attested copies and any other items specified in the interview summon letter. Failure to present these documents will result in the candidate being disqualified from appearing in the interview, and in such cases, the candidate will not be eligible for reimbursement of travelling expenses by the Commission.**

9. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

a) obtaining support of his/her candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person, or

d) submitting fabricated documents or documents which have been tampered with, or

e) making statements which are incorrect or false or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

g) using unfair means during the test, or

h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or

k) bringing mobile phone/Communication device in the examination Hall/Interview room.

l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or

ii) to be debarred either permanently or for a specified period:-

- by the Commission from any examination or selection held by them
- by the Central Government from any employment under them, and

iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

10. ISSUANCE OF e-ADMIT CARD:

The eligible candidates will be issued an e-Admit Card before the recruitment test. The e-Admit Card will be made available on the Commission's website before the date of recruitment test for downloading by the candidates. No Admit Card will be sent by post or email. All the applicants are requested to provide valid and active email ID while creating account as the Commission may use electronic mode for contacting them.

11. MARKING ANSWERS IN THE OMR SHEET:

For both writing and marking answers in the OMR sheet (Answer Sheet), candidates must use **black ball pen** only. Pen of any other colour is not permitted. Do not use Pencil or Ink pen. Candidates should note that any omission/mistake/discrepancy in encoding/filling of details in the OMR answer sheet especially with regard to Roll Number and Test Booklet Series Code will render the answer sheet liable for rejection. Candidates are further advised to read carefully the "Special Instructions" contained in **Appendix- II** of the Notice.

12. PENALTY FOR WRONG ANSWERS:

Candidates should note that there will be penalty (Negative Marking) for wrong answers marked by a candidate in the Objective Type Question Papers.

13. HELPDESK FOR CANDIDATE:

The Commission has established a dedicated helpline to assist the candidates during the application process. Candidates seeking clarification, guidance, or assistance related to the application process or examination/recruitment details can contact the helpline no. **011-24041001 or 011-40303444** or email ID – **upscsoap@nic.in**. The helpline will be operational from 10:00

A.M. to 5:30 P.M. on all working days during the application window. Applicants may utilize this service for any issues relating to the application process, including payment of fee, uploading of documents, etc.

14. MOBILE PHONES BANNED:

The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth device or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the UPSC examination/Interview Hall is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations/recruitment.

Candidates are advised in their own interest not to bring any of the banned item including bags, mobile phones or any valuable/costly items to the venue of the examination/Interview Hall, as **no** arrangement for safe-keeping will be made at the venue of the examination/Interview Hall. Commission will not be responsible for any loss in this regard.

15. FACE AUTHENTICATION FOR CANDIDATES AT THE EXAMINATION VENUE/INTERVIEW HALL

In order to ensure a secure and smooth examination process, all candidates will be required to undergo face authentication at the examination venue/Interview Hall mandatorily. Candidates are advised to enter the examination venue/Interview Hall well in time for face authentication/identity verification and frisking.

16. OTHER INFORMATION/INSTRUCTIONS:

a) Government strives to have workforce which reflects gender balance and women candidates are encouraged to apply.

b) All candidates whether in Government service or in Government owned industrial or other similar organisations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

c) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website https://upsconline.nic.in/ora/

d) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

e) Payment of Commission's contribution towards travel allowance to the outstation candidates appearing for interview at UPSC:

1. As per SR 132, and guidelines available on the Commission's website https://upsc.gov.in/forms-downloads, the candidates appearing for Interview at UPSC will be granted contribution towards travelling expense for appearing in the interview which will be restricted to Second / Sleeper Class train fare (Mail/Express). In case candidates perform journey by any other mode / class, the same will be dealt and restricted to Second / Sleeper Class train fare (Mail/Express).

2. Therefore, the Candidates coming from outside Delhi should bring duly filled in two copies of TA bill forms, available at the link https://upsc.gov.in/forms-downloads {Travelling Allowance Form (for candidates only)} in respect of both ways journeys and hard copies of the tickets to facilitate settlement of Commission's contribution towards travel expenses on the date of the personality tests / Interview. Therefore, the candidates are advised to bring the hard copies of the tickets invariably. In case the candidates fail to bring the hard copies, tickets may be sent through email at accounts1.upsc@gov.in WELL-IN-ADVANCE before entering the Commission's premises.

3. The commission's contribution towards to and fro journey, may be paid through online mode only and transferred directly to their respective Bank Account. Hence, Candidates are advised to bring any one of the following instrument while appearing for interview at UPSC:-

   i. Form of application form for payment through NEFT available at the link https://upsc.gov.in/forms-downloads {Form of application form for payment through NEFT (for candidates only)}
   ii. Bank Pass Book front page
   iii. Copy of Bank Cancelled Cheque.

f) The Summoning of candidates for interview conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

g) Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

h) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission does not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.

i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.

j) Canvassing in any form will disqualify a candidate.

Formats of **PRESCRIBED PROFORMA** for various certificates have been made available in the Commission's official Website https://upsc.gov.in under Heading Recruitment followed by Forms of Certificates (link https://upsc.gov.in/recruitment/recruitment-performas). Candidates may download the same and fill up accordingly.

APPENDIX– I

Scheme, Syllabus, Weightage and Standard of suitability for the Interview for candidates belonging to various categories for the Recruitment Test (RT) for the posts of Assistant Provident Fund Commissioner is as under:-

(I) <u>Scheme</u>:

(i) The test will be of two hours duration
(ii) All questions will carry equal marks.
(iii) The test will be objective type questions with multiple choices of answer.
(iv) The medium of the test will be both English and Hindi.
(v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

(II) <u>Syllabus</u>:

The syllabus of the Test broadly comprises the following topics:-

i. General English- To evaluate a candidate's understanding of English language & workman- like use of words.
ii. Indian Culture, Heritage and Freedom Movements.
iii. Developmental Issues and Present Trends in Indian Economy.
iv. Governance and Constitution of India.
v. General Science and Basic Knowledge of Computer Applications.
vi. Elementary Mathematics, Statistics and General Mental Ability.
vii. Industrial Relations, Labour Codes and Social Security in India.
viii. Principles of Accountancy, Auditing and Insurance.
ix. Current Events of National and International Importance.

(III) <u>Weightage</u>:

As per the prevailing practice, the following weightage may be adopted as was adopted in previous case.

i. 300 marks and 100 marks will be accorded for the RT and Interview respectively.
ii. Weightage of RT and Interview will be in the ratio of 75:25.

IV) <u>Standard of suitability for the Interview for candidates belonging to various categories is fixed as under</u>:

General/EWS Category : 50 and above.

OBC	:	45 and above (on relaxed standards)
SC/ST/PwBD	:	40 and above (on relaxed standards)

APPENDIX II

Special Instructions to Candidates for objective type tests

1. **Articles permitted inside Examination Hall**
   Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the Invigilator.
2. **Articles not permitted inside Examination Hall**
   Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s), etc.
   Mobiles phones, pagers, bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
   Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/bluetooth to the venue of the examination, as arrangements for safekeeping cannot be assured.
   Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
   Penalty for wrong Answers
3. ***THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.***

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, **one third (0.33)** of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be **no penalty** for that question.

4. **Unfair means strictly prohibited**
   No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
5. **Conduct in Examination Hall**
   No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.
6. **Answer Sheet particulars**
   (i) Write in black ball pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
   (ii) All corrections and changes in writing the roll number must be initialed by the candidates as well as by the Invigilator and countersigned by the Supervisor.
   (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.
7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
9. Since the answer sheets will be evaluated on computerised machines, candidates should exercise due care in handling and filling up the answer sheets. **They should use black ball pen only to darken the circles. For writing in boxes also, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerised machines, they should make these entries very carefully and accurately.**
10. **Method of marking answers**
    In the "OBJECTIVE TYPE" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.
    The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3 ..... etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.
    In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best, **you have to mark your response by completely blackening with black ball pen to indicate your response.**
    For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with black ball pen as shown below :-
    Example : (a) ● (c) (d)
11. **Entries in Scannable Attendance List**
    Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scannable Attendance List, as given below:-
    i) Blacken the circle [P] under the column [Present/Absent]
    ii) Blacken the relevant circle for Test Booklet Series
    iii) Write Test Booklet Serial No.
    (iv) Write the Answer Sheet Serial No. and also blacken the corresponding circles below.
    v) Append signature in the relevant column
12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he will render himself liable for disciplinary action and/or imposition of a penality as the Commission may deem fit.

ANNEXURE

How to fill in the Answer Sheet of objective type tests in the Examination Hall

Please follow these instructions very carefully. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

As soon as the candidate receives the Answer Sheet, he should check that it is numbered at the bottom. If it is found un-numbered he should at once get it replaced by a numbered one.

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus :

केंद्र	विषय	विषय कोड		अनुक्रमांक	
Centre	**Subject**	**S.Code**		**Roll Number**	

If you are, say, appearing for the examination in Delhi Centre for the General Ability Test Papers* and your Roll No. is 0812769, and your test Booklet series is 'A' you should fill in thus, using black ball pen.

केंद्र	विषय	विषय कोड		अनुक्रमांक	
Centre Delhi	subject Mathematics (A)	S.Code	0 1	Roll Number	0 8 1 2 7 6 9

You should write with black ball pen the name of the centre and subject in English or Hindi.

The test Booklet Series is indicated by Alphabets A, B, C or D at the top right hand corner of the Booklet.

Write your Roll Numbers exactly as it is in your e-Admission Certificate with black ball pen in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with black ball pen. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For Mathematics * subject paper of `A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:

पुस्तिका क्रम (ए) Booklet Series (A)	विषय Subject	0	1
●		●	⓪
Ⓑ		①	●
Ⓒ		②	①
Ⓓ		③	②
		④	③
		⑤	④
		⑥	⑤
		⑦	⑥
		⑧	⑦
		⑨	⑧
			⑨

All that is required is to blacken completely the circle marked `A' below the Booklet Series and below the subject code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 0812769. Do it thus similarly :

अनुक्रमांक
Roll Numbers

0	8	1	2	7	6	9
●	⓪	⓪	⓪	⓪	⓪	⓪
①	①	●	①	①	①	①
②	②	②	●	②	②	②
③	③	③	③	③	③	③
④	④	④	④	④	④	④
⑤	⑤	⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥	●	⑥
⑦	⑦	⑦	⑦	●	⑦	⑦
⑧	●	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨	●

Important : Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

*This is just illustrative and may not be relevant to your Examination.

Appendix–III

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs. …..... (name of the candidate with benchmark disability), a person with …….. (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ……., a resident of …….. (Village/District/State), and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon /
Medical Superintendent of a Government Health Care Institution

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist / PMR).

Appendix–IV

Letter of Undertaking for Using Own Scribe
(To be filled by the candidates online to the Commission)

I, ……., a candidate with …….. (name of the disability), appearing for the ……. (name of the examination), bearing Roll No. / URN / Application No. …….. at ……. (name of the centre) in the District …… (name of the State). My qualification is ……..

I do hereby state that (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is …… In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims thereto.

(Signature of the Candidate with Disability)

Place: ……
Date: ……

Appendix-V

Certificate for Person with Specified Disability Covered Under the Definition of Section 2(s) of the RPwD Act, 2016 but Not Covered Under the Definition of Section 2(r) of the Said Act, i.e., persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr./Ms./Mrs. ……(name of the candidate), S/o / D/o ……., a resident of …… (Village / PO / PS / District / State), aged …… years, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

The above candidate uses aids and assistive devices such as prosthetics & orthotics, hearing aid (name to be specified), which is/are essential for the candidate to appear at the examination with the assistance of scribe.

This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid up to …… (it is valid for a maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR Specialist	Clinical pshycologist/ Rehabilitation Psychologist /Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer…Chairperson				

Name of Government Hospital/Health Care Centre with seal

Place:

Date:

Appendix-VI

Letter of Undertaking by the person with specified disability covered under Section 2(s) of the RPwD Act, 2016 but not covered under Section 2(r), i.e., persons having less than 40% disability and having difficulty in writing

I, ……, a candidate with (nature of disability/condition), appearing for the …….. (name of the examination), bearing Roll No. / URN / Application No. …….., at …… (name of the centre) in the District ……, ……. (name of the State). My educational qualification is …….

2. I do hereby state that (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is ……. In case it is subsequently found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post or certificate/diploma/degree and any claims relating thereto.

(Signature of the candidate)

Place:

Date: